

PEP for Supervisors – Writing Essential Job Functions and Performance Standards

Who Should Attend: This is one part of the mandatory course for new supervisors called PEP for Supervisors. The other part is online and covers the PEP Process and Forms.

Course Objectives:

- Analyze the Position Description as it applies to a specific employee's position and explain its relationship to the Performance Evaluation Program.
- Explain the difference between an essential job function and a performance standard.
- Write revised or new essential job functions using the verb/object/purpose/how method and record them appropriately on the Position Description and the PEP form.
- Write revised or new performance standards at the "satisfactory" level using the S.M.A.R.T. method and record them appropriately on the Position Description and the PEP form.
- Identify how you will monitor performance.
- Identify indicators of "outstanding" performance level.

Course Content:

1. Why Do Supervisors Need to Write Good Essential Job Functions and Performance Standards
2. What are Essential Job Functions & Performance Standards
3. Formula for Writing Good Essential Job Functions & Performance Standards
4. How Many Essential Job Functions & Performance Standards Should an Employee Have
5. Determining Good vs Bad Essential Job Functions & Performance Standards
6. Practice Writing Good Essential Job Functions & Performance Standards
7. How to Monitor and Verify Performance
8. Levels of Performance and Indicators

Delivery Format:

- Mini lecture followed by targeted writing exercises
- Writing exercises using Position Descriptions supplied by participants
- Large group feedback on written work
- Reference materials for use during writing exercises (Bloom's Taxonomy, Job Description Verbs, numerous examples of essential job functions and performance standards created by DHMH units and previous class participants)